

Teacher Relief Policy 2016

Aims

- A. To create a safe and secure environment for students, staff and families.
- B. To Facilitate Professional Learning activities for staff
- C. Minimise disruptions to staff, students and families due to absences
- D. To meet requirements of Long Service Leave, Sick leave, Bereavement Leave etc.

Scope and Application

This policy is available on the school website and applies to:

- A. Employees

Responsibilities

A. Council

1. Writing and updating this policy in consultation with relevant parties

B. Coordinator

1. The Coordinator is responsible for arranging relief teaching
2. The Coordinator is responsible for maintaining a file of possible relief teachers
3. Ensuring currency of all Working with Children Checks, Police Clearances, Teacher's Registration
4. Performance Appraisal of Relief Staff
5. Communicating staff absences to families in advance where possible
6. Review

C. Staff

1. Complete leave request forms in advance, where possible
2. Request all instances of Leave Without Pay 2 weeks in advance
3. Develop relief plans and communicate to Coordinator/Deputy as soon as is practical, including covering duty
4. Supply Sick Certificate to Coordinator if absence is due to illness and exceeds one day's absence.

Related Legislation

- A. Working with Children (Criminal Record Checking) Act 2004
- B. Teacher Registration Act 2012
- C. School Education Act 1999

- D. School Education Regulations 2000
- E. Equal Opportunity Act 1984

Related Kerry Street Documentation

- A. Policies including:
 - 1. Duty of Care Policy
 - 2. Supervision Policy
 - 3. Child Protection Policy
 - 4. School and Class Size Policy
 - 5. Staff Hiring Policy
 - 6. Employment and Dismissal of Staff
 - 7. Performance Appraisal Policy
 - 8. Staff Induction policy
 - 9. Staff Code of Conduct
- B. Values and Philosophy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Procedure
- B. Leave Request Form

Review and Authorisation

- A. This policy was authorised by the Kerry Street Council on 14/3/05
- B. Reviewed on 13/1/06 by meeting of staff and council
- C. Reviewed September 2012
- D. Reviewed 30-06-2016
- E. To be reviewed by October 2018

Helen Sugars Duff

Teacher Relief Policy 2016 – Attachment A

Procedure

- A.** If a teacher is absent, the Coordinator will make an alternate arrangement for the class.
This may include:
- 1.** A relief teacher, who may be one of our staff or not, to take the class
 - 2.** Distributing the students between other classes in the school
 - 3.** An alternate whole school activity may be arranged.
- B.** If the Coordinator is unavailable, the teacher who will be absent may inform another member of staff, who will make a provisional arrangement to be confirmed with the Coordinator when they become available.
- C.** A file will be maintained containing curriculum vitae [CV] of teachers who have applied for relief positions at the school.

Teacher Relief Policy 2016 – Attachment B

Leave / Relief Request



Leave/ Relief Request

Date/s leave required:			
Type of leave requested	Sick leave Leave without pay (2 weeks notice required)	Carer's leave Professional Development/ Relief	Bereavement Leave
Sick pay, carer's leave and leave without pay	Reason: <input type="checkbox"/> Medical Certificate Attached		
Professional Development	Course Name:	Cost:	
	Provider:		
	How does the course/ workshop meet the Kerry Street Strategic Directives or School Improvement Plan?		
Have you: <input type="checkbox"/> Attached your relief plan/ notes <input type="checkbox"/> Organised for someone to cover your duty			
Staff Name	Staff Signature		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Approved by	Signature		